

FORM 1 - Return to Training (Pre-absence Planning and Absence Activities Form)

If possible, this Form should be completed by the trainee and their educational supervisor/college tutor before the trainee is due to go on absence e.g. planned sick leave, OOPC.

This MUST be completed for all absences of 3 months or more but should be used for certain absences of less than 3 months or if the Educational Supervisor or Trainee believe it will be useful.

Trainee Name:		Training Level:	
GMC Number:		School:	

Current LEP:		Educational Supervisor:	
Date of Absence and Duration:		Estimated date of return:	

Reason(s) for absence:	
Is Health one of the reasons for absence?	
Has an Occupational Health assessment been completed?	
Is a specialist HEE (EM) aligned OH assessment required?	

Are you happy for representatives of HEE (EM) and the training programme to contact you?	Yes	No
Contact details during absence:		
Address:		
Email:		Phone number:

ARCP: Last ARCP date and outcome, ARCP recommendations, arrangements for ARCP prior to absence

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Summary of discussion between trainee and Educational Supervisor:

- Keeping in contact with the School
- Keeping up to date
- Use of keeping in touch days (where applicable)
- Use of Study Leave
- Concerns
- Return to Training Meeting Date
- Anticipated training needs on return

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Trainee Signature – I am happy with the discussion and will ensure that the form is uploaded to my e-portfolio and is emailed to my TPD and/or College Tutor and the SupportTT Team at SupportTT.em@hee.nhs.uk	Yes	No	Sign
			Name
ES Signature – I confirm that the above discussion has taken place with the Trainee	Yes	No	Sign
			Name

PLEASE REMEMBER TO 1) UPLOAD FORM TO YOUR e-PORTFOLIO, 2) EMAIL FORM TO YOUR TPD/and/or COLLEGE TUTOR and 3) EMAIL FORM TO THE SupportTT TEAM AT supportTT.em@hee.nhs.uk